



CITY OF SAN ANTONIO

Development Services Department

TO: All Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN 110**
Accessing Plan Review Comments Online

DATE: December 7, 2005

All plan review approval and/or denial comments can be accessed on-line. In order to see any of the review comments associated with your particular project (A/P), please follow the subsequent procedures:

1. Log onto the City of San Antonio Development Services Website:

<http://www.sanantonio.gov/dsd/>

2. Under the “Tools” column, click the “Online Services” link.
3. At the “Online Services” page, look at the “Search for a Specific Permit, Inspection or Review by:” bullet item and click on the link associated with the manner you want to search for the project (A/P Number, Address, etc).
 - a. For the rest of this Informational Bulletin, it is assumed that the “A/P Number” is used as the search criteria.
4. At the “List Inspections by Permit Number” page, insert the A/P number of your project in the text box and then click on the “Search” button.
5. When the particular project is loaded, click on the “Reviews” link.
6. A table will be presented in which each row represents a separate review by a particular discipline and each column represents various types of information. Scroll through the table until you find the discipline and status (“Approved” or “Denied”) you are looking for. Be advised that there may be multiple reviews by a particular discipline. When the discipline and status are found, click on the corresponding “Act Number” (right hand column). The approval or denial comments for that particular discipline’s review should be presented.
7. Each review/row shows who the individual reviewer is in the “Status by:”, “Started by:”, and “Completed by:” columns. The abbreviations found in each of these columns correspond to a particular reviewer as identified by the “Legend” at

the bottom of the table. All Plans Examiners can be reached via phone at (210) 207-8394.

8. If the term “Incomplete” is in the “*Status*” column, then either:
 - a. The review is assigned and is pending (i.e., yet to occur) for that particular discipline, or
 - b. The review was waived by the Plans Examiner (i.e., not required or applicable). This can be verified by seeing a “Y” in the “*Waived*” column. In the case of a review being waived, the status may remain as incomplete but this will have no effect on the review or the permit processing of the project.

Should you have any questions on how to access plan review status information online or are having difficulty doing so, please call (210) 207-8394 and ask to speak to a Plans Review Manager. We look forward to working with you on your project.